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Approved For Release 2001/08/02 : CIA-RDP78-03991A000400050025-5

TO : Chief of Logistics

NOV 18 1954

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Production Report (continued item) -- The Weekly Production Report is attached. Note the reduction and explanation of the backlog in Multilith.

2. PROJECTS

a. Air Conditioning (continued item) -- A temporary electrical line was installed to check the new air conditioning units in the Photostat Room. The contractor and GSA inspectors tested the units and found them satisfactory. GSA approved them in order that the contractor could be paid.

Since no additional information has been received on the 2500 amp breaker it is still undetermined as to when a complete electrical outage will be necessary. This whole project has now progressed as far as possible pending the receipt of the breaker.

b. Renovation of Space for Motion Picture Facilities (continued item) -- The expenditure of approximately \$6,300.00 for this project has been approved by the Chief, RE&C, and the job order is being prepared for GSA to begin this project as soon as possible.

c. Securing the Large Press Room (continued item) -- The expanded metal has been installed and the carpenters have finished their portion of the project. The metal will have to be cleaned of excess grease and then painted. The request for installation of an ADT system is held in Contract Branch, Procurement Division, awaiting justification from SO.

3. OTHER ITEMS OF INTEREST

a. Psychological Warfare Materials (continued item) -- The PP/W colored, die-cut job for 50,000 copies is progressing satisfactorily.

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We have been informally advised that a four color job for a million copies is being prepared and will be forwarded to us shortly. This will be a letterpress job.

b. OTR Motion Picture Support (continued item) -- No additional information on the filming of the DCI security film.

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Mr. [REDACTED] OTR, has completed the editing of the Pentagon film. The original negative and sound will now be cut and reassembled to match the work print. Release prints will then be made from the negative.

The first 2000 feet of WAGG material (films of Agency overseas stations shot on location -- see 12 August 1954 report) has been received. This 35 mm film will be processed and a 16 mm work print made. The print will then be edited and a sound track, including narration, music and sound effects will be made by P&RD. There will be approximately 10,000 feet of film in this project.

c. Rush Work (continued item) -- There are now 24 ORR jobs processing; 5 were delivered during the week. Four proofs are awaiting final approval by ORR.

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d. Field Printing Capabilities for [REDACTED] Work (continued item) 25X1A9a
-- No change - a follow-up with Mr. [REDACTED] will be made shortly.

e. Printing of Supplemental Newspaper Clippings (continued item) -- LO approval to purchase two Stenafax machines has been received. LO Security Office has been requested to clear the requisition with SO. If no objections are interposed, these machines will be purchased and the P&RD production plan will be implemented.

f. Dissemination of Agency Regulatory Issuances (continued item) -- Further action is held in abeyance until OCD has further reviewed the situation in their office. A meeting will be held shortly with OCD in a further attempt to solve the problem.

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g. [REDACTED] Daily Publications (continued item) -- During the week a test was made by running 24 lb. paper instead of 20 lb. paper to determine whether there would be any reduction in the number of blank pages in the books. The results were negative. We are still awaiting delivery of the A. B. Dick paper to test. In the meantime verification by hand continues.

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understood [REDACTED] was going to lick this
h. Orientation (new and complete) -- Twenty (20) students enrolled in the Logistics Support Course, were indoctrinated in

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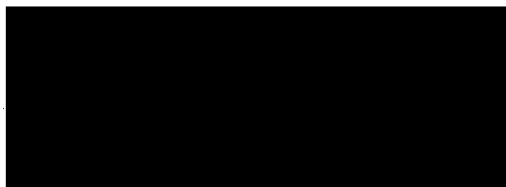
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Printing and Reproduction policies and procedures on Friday,
12 November 1954.

4. SPECIAL PROBLEMS

a. None.



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